Appendix A: Option 1 - MMCIS Modernization Requirement Traceability Matrix, Request for Proposal 6721 Z1

Instructions/Descriptions of Requirements Columns:
Bidders must complete all eight tables (Single Customer, IFTA, IRP, Account & Payment Processing, Collections, Audit, Permits, ITD, Technical, Reporting, and Interfaces) in Appendix A. Bidder must place company name at the top of the first table where indicated.

Requirement #: This column contains the alpha-numeric number assigned to each requirement. Protected to restrict bidders from making changes.

Requirement Description: This column contains a description of the requirement. Protected to restrict bidders from making changes.

Current Environment: This column states whether the requirement addresses a currently existing business or technical function of the Nebraska Department of Motor Vehicles (NE DMV) or one that doesn't exist. Protected to restrict bidders from making changes.

- Yes: Full or partial functionality exists in the current system.
- No: Does not exist in current system.
- In the Interface Catalog table, "Exists" or "Does Not Exist" replaces "Yes" or "No".

Delivery Method (all tables except Interface Catalog [INT]): Bidders shall select the appropriate response from the drop-down menu provided (1, 2, 3, 4). Complete the Delivery Method column with one of the following responses:

- 4 – Base Product: Feature/Function is included in the proposed solution and available standard or "out of the box" and in the current software release.
- 3 – Custom: Feature/Function can be provided in some way. "Other" includes custom modifications, third party software, or another method.
- 2 – Future Release: Feature/Function will be available in the future or in a future release. Provide anticipated delivery date, version, and service release in the Explanation column.
- 1 - Not Proposed: Feature Function has not been proposed by the Bidders. Provide brief description of why this functionality is not proposed in the Explanation column.

Explanation (all tables except Interface Catalog [INT]): For all Delivery Method responses, Bidders must provide a brief explanation of how the proposed system meets this requirement. Free form text can be entered into this column. Bidders must ensure all information appears when printing Appendix A for submission.

Proposed Solution (Interface Catalog [INT] table only): Provide a narrative description of the technology used to construct the interface/data share/file share. Free form text can be entered into this column. Bidders must ensure all information appears when printing Appendix A for submission.

Description (Interface Catalog [INT] table only): Provide any additional narrative necessary to explain how the interface is constructed and a brief explanation of how the proposed system meets this requirement. Free form text can be entered into this column. Bidders must ensure all information appears if printing Appendix A for submission.

Identify Source (Interface Catalog [INT] table only): Identify the source (production or replicated database) for each interface. Free form text can be entered into this column. Bidder must ensure all information appears when printing Appendix A for submission.

Bidder Name	Click here to enter text.				
Requirements Traceability Matrix for Option 1: (MMCIS Including a Document Management System) **Single Customer (SC)**					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub.**	**Delivery Method**	**Explanation**
SC.1	**General**				
SC.1.1	System shall provide a solution which is fully compliant with the International Registration Plan, IRP Data Repository, International Fuel Tax Agreement, IFTA Clearinghouse, PRISM, and CVISN/ITD requirements including any changes through ballot or federal requirement.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.2	System shall provide automated collection, storage, and reporting of comprehensive customer information, transaction activity, audits, and statistics related to all IRP/IFTA activity.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.3	System shall provide ongoing monitoring of IRP and IFTA jurisdiction fee and tax changes including development, testing, delivery, and installation of system modifications required for NE DMV to maintain compliance with changes, upon NE DMV approval.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.4	System shall comply with the IRP, IFTA and the State of Nebraska requirements for data retention (whichever timeframe is greater) for the specified number of	Yes	Choose an item.	Choose an item.	Click here to enter text.

	years required, plus the current year, with the ability to query the data.				
SC.1.5	System shall display a program level status (cancelled, active, revoked, suspended) and provide information to all users regarding remedy. Certain statuses will disallow processing.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.6	System shall provide customer/program level flags which include the date flagged and the date cleared. (e.g., bad check flag, no-interstate activity flag, bankruptcy flag, administrative hold flag [could be set for various reason and shall include a comment/note section]). Certain customer activity shall be disallowed (based on NE DMV business rules) until flag is cleared.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.7	System shall provide an NSF payment and online payment failure process to reverse a payment and the ability to receipt the replacement payment, including the option to waive or receipt a "returned check fee."	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.8	System shall allow an authorized NE DMV User to clear the requirement for certified funds.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.9	System shall provide a range of correspondence management and processing capabilities including: • Provide a secure electronic method to send and receive correspondence to/from the customer, including electronic certified mail. • Provide a secure electronic method to attach documentation to the correspondence both inbound and outbound. • Automatically capture and store communication details such as	No	Choose an item.	Choose an item.	Click here to enter text.

	method of communication, address, date, and time for both correspondence and notifications. • Provide automatic acknowledgement that the communication was sent and/or received. • Provide barcode printing on credentials and correspondence. • Enable an authorized user to revise and customize (edit) system generated correspondence. • Provide an option to review the correspondence on the screen within the customer account prior to being sent. • Enable an authorized NE DMV User to cancel or delete a system generated letter.				
SC.1.10	System shall provide an option for MC Customers to receive correspondence by e-mail in lieu of mail. This option must allow MC Customers to select individual delivery methods for IFTA and IRP. For instance, sending IFTA correspondence via mail and IRP correspondence via e-mail. Please note that some correspondence must be sent by mail due to legal requirements.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.11	System shall provide the ability for system generated correspondence that include MC Customer address and other relevant data. Correspondence shall be sent via email or printed to an NE DMV printer and mailed based on MC Customer preference.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.12	System shall provide for the creation of outbound electronic forms, combining data from the production MCS database and image database (i.e., signature image, etc.).	No	Choose an item.	Choose an item.	Click here to enter text.

SC.1.13	System shall provide the ability to capture a signature via electronic device and assign the signature image to a specific document.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.14	System shall provide the ability to correct errors on records and maintain a log of all changed records.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.15	System shall provide an auto-complete feature for all available data entry fields (i.e., entering a zip code populates the city and state.)	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.16	System shall provide an alert to users entering a FEIN, SSN, or USDOT number that already exists within the database.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.17	System shall display a lock message when a record is being manipulated, indicating the user currently editing the record.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.18	The system shall permit another user to view, but not make changes to a record which is in use by another user (locked).	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.19	System shall provide a link to the location in Google Maps whenever an MC Customer address is displayed to NE DMV Users. This functionality is not required, but desired.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.20	System shall provide the ability to store the FEIN (at the customer level) and SSN (at the owner/officer level).	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.21	System shall interface with the states' E1 accounting system for the purpose of enrolling applicants for ACH refunds and requesting address book (AB) numbers.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.22	Vendor must integrate the payment component of all web transactions with NIC Nebraska, including at least IRP payments, IFTA tax and credential	Yes	Choose an item.	Choose an item.	Click here to enter text.

	payments, sales tax payments, audit payments, and trip and fuel permit payments.				
SC.1.23	System shall maintain historical account numbers, FEIN, and SSN by NE DMV issued "carrier numbers."	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.24	System shall capture real time and historical information that can be searched and viewed by all NE DMV Users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.25	System shall provide the ability for NE DMV to broadcast messages to MC Customers.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.26	System shall display W-9, POA, and NE DMV Record Keeping Form flags at the dashboard level, with a link to documents on the dashboard.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.27	System shall have one single customer account with all demographic data including: FEIN, SSN, Name, DBA name, physical address (must be in NE and validated with USPS), fuel type, mailing address, owners/officers, phone numbers, email address, reporting service, carrier type, DOT number, etc.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.28	System shall allow the creation of an MC Customer account with a pending TIN, or with a pending TIN for the owner or an officer.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.29	System shall provide hard edits (edits that cannot be bypassed) and warnings (edits that can be overridden) that are unique messages which clearly define the error in data entered. These messages must display directly to the end user (NE DMV User or MC Customer), such as PRISM and vehicle level stops, customer level stops, and IRP or IFTA specific stops.	Yes	Choose an item.	Choose an item.	Click here to enter text.

SC.1.30	System shall create a data base of reporting services that can be tied to multiple carriers. Reporting services will have to request an online account and must be approved by NE DMV prior to activation.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.31	System shall allow reporting services to search for their customers using various means (e.g., name, NE carrier number, etc.).	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.32	System shall allow reporting services, and MC Customers (once authorized by NE DMV) to have access to multiple accounts at the program level when authorized.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.33	System shall provide the ability to manage inventories (plates and decals) for credentials issued by NE DMV and authorized carriers.	Yes	Choose an item.	Choose an item.	Click here to enter text.
SC.1.34	System shall capture and store the State in which the MC Customer is registered for IFTA or IRP, if not Nebraska.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.35	System shall provide an alert method to both the MC Customers and designated NE DMV User when an MC Customer attempts to close an IRP account with an active IFTA account, or when an MC Customer attempts to close an IFTA account with an active IRP account.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.36	System shall provide a bankruptcy flag at the customer level. Payments can be accepted while records are in bankruptcy status.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.37	System shall allow all NE DMV Users to view all gathered documents.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.38	System shall allow NE DMV Users to cancel IRP fleet(s) and/or IFTA accounts based on NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.

REQ#	Requirement Description	Current Env.	Vendor or Sub	Delivery Method	Explanation
SC.1.39	System shall allow MC Customers to close an IRP and/or IFTA account that satisfies established criteria after NE DMV approval.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.40	System shall provide the ability for all users to initiate demographic changes. Some changes will require NE DMV approval.	No	Choose an item.	Choose an item.	Click here to enter text.
SC.1.41	System shall provide search, filter, and export capabilities for MC Customer account information, including, but not limited to: • Zip code • Outstanding documents • Suspended MC Customer accounts • Bankrupt MC Customer accounts • Appeal level supplements and audits	No	Choose an item.	Choose an item.	Click here to enter text.

SINGLE CUSTOMER COMPLETE

Requirement Traceability Matrix for Option 1: (MMCIS Including a Document Management System) International Fuel Tax Agreement - IFTA (IF)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**
IF.1	**General**				
IF.1.1	System shall comply fully with the International Fuel Tax Agreement (IFTA), All NE law, NE state agency rules and regulations, and NE DMV business rules in the licensing and processing of quarterly fuel tax returns for Nebraska-based carriers.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.1.2	System shall interface with IFTA, Inc. for downloading quarterly fuel tax rates,	No	Choose an item.	Choose an item.	Click here to enter text.

			Choose an item.	Choose an item.	
	surcharges, and fuel types, and have the capacity to split rates for jurisdictions.				
IF.1.3	System shall provide a browser-based solution that includes software components necessary to provide the IFTA services as described in this document.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.4	System shall provide an automated purge of data from the oldest quarter every year as the IFTA retention period concludes per records management policy and NE DMV business rules. (For example, carriers which are suspended should not be purged.)	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.5	System shall provide a means to flag a carrier under appeal, including the date flagged and the date resolved.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.1.6	System shall allow authorized NE DMV Users to stop interest and penalty calculations for emergency situations by jurisdiction. (For example, filers were unable to submit returns on a timely basis during the COVID-19 pandemic.)	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.7	System shall transmit IFTA data using IFTA - option 2. (https://www.iftach.org/manuals/2022/PM/Procedures%20Manual%20-%2012-2021.pdf)	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.1.8	System shall provide a means of tracking sent and received IFTA transmittals to ensure proper payment and distribution.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.9	System shall provide the capability to upload IFTA demographic data to the Clearinghouse on a daily basis per IFTA requirements.	Yes	Choose an item.	Choose an item.	Click here to enter text.

IF.1.10	System shall generate monthly transmittals of monies owed to IFTA Clearinghouse member (and non-member) jurisdictions. Transmittals must comply with IFTA standards and IFTA Clearinghouse requirements, including audit netting.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.1.11	System shall provide the ability to identify validation errors before generating a production transmittal, the ability to regenerate a transmittal if needed, and the ability to export transmittals to EXCEL or CSV.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.12	System shall allow all users to see previously filed returns.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.1.13	System shall record fuel type and whether or not bulk fuel and GPS mileage tracking are being utilized by the MC Customer.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.14	System shall maintain bond and banking information at the MC Customer level, including type of bond (e.g., a bond with an expiration date, a non-expiring bond, or cash deposit bond).	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.15	System shall provide for tracking, inquiry, storage, and letter reprint capabilities regarding notices (i.e., suspensions).	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.16	System shall perform a real time query against IFTA demographic data to validate any history and status when setting up a new account.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.1.17	System shall assess interest and penalties on delinquent returns that support the IFTA governing documents, All NE law, and NE state agency rules and regulations.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.1.18	System shall provide an administrative function through an easy-to-use interface that allows authorized NE DMV Users to update table values for interest and penalties to reflect current policy. The	Yes	Choose an item.	Choose an item.	Click here to enter text.

	system must be capable of maintaining table data from previous years to enable appropriate audit and amended return functions. Table values will include tax rates.				
IF.1.19	System shall identify/store whether MC Customer is a quarterly or annual filer.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.2	**Credential Administration**				
IF.2.1	System shall provide the capability to print IFTA permits in compliance with IFTA format and printing standards, with the option of on demand or batch printing, and provide the ability to send IFTA permits electronically.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.2.2	Upon DMV action, system shall assign IFTA decals to MC Customers in a batch process, or individually on demand, after payment has been received.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.2.3	System shall allow NE DMV Users to assign all eligible MC Customers IFTA decals individually or through a batch process.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.2.4	System shall allow MC Customers in good standing to request decals, including additional decals.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.2.5	System shall provide the ability for MC Customers in good standing to issue temporary IFTA decals.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.2.6	System shall provide the ability to search by decal number.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.3	**Tax Return Processing**				
IF.3.1	System shall provide a workflow for receiving and processing paper IFTA returns by NE DMV Users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.3.2	System shall produce a quarterly IFTA return in the format requested by MC Customer both on demand and as a batch process.	Yes	Choose an item.	Choose an item.	Click here to enter text.

IF.3.3	System shall contain front-end edits to ensure accuracy when quarterly fuel tax returns for all fuel types are entered.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.3.4	System shall allow MC Customers to override edits with comments after NE DMV approves the request.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.5	The system shall allow an MC Customer to add comments when entering a tax return to provide explanations for particular situations related to the return entered.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.6	System shall support tax returns uploaded in multiple formats. (e.g., CSV, Excel spreadsheet, XML, fixed format text file, etc.)	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.7	The system shall allow all users to file a tax return indicating that "no operations" have been conducted during that quarter.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.3.8	System shall allow MC Customers to report miles travelled and gallons of fuel used in non-IFTA jurisdictions and unsupported fuel types. (In NE, called OT miles and gallons.)	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.3.9	The system shall allow all users to process amended returns back three (3) years or 12 quarters.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.10	The system shall allow all users to process multiple amended returns and maintain history. System shall follow NE DMV business rules for amending a return with an automated workflow to assist in supervisory review.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.11	System shall provide the ability to remove an outstanding return for reasons to be determined by authorized NE DMV User.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.3.12	System shall provide for the MC Customer to request an abatement of penalty.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.13	System shall allow NE DMV Users to waive the late-filing penalty and maintain	Yes	Choose an item.	Choose an item.	Click here to enter text.

	that information for the duration of the record retention period.				
IF.3.14	The system shall allow an MC Customer in good standing to submit a request online to close their account upon DMV review.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.3.15	System shall provide the ability to identify and manage return discrepancies per IFTA clearinghouse requirements and NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.4	**IFTA Refund Processing**				
IF.4.1	System shall process on demand refunds and routine batch refunding of return credits per NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.4.2	System shall prevent refunding of anything less than the NE DMV designated minimum amount. Amounts greater than the maximum must be validated prior to processing. Minimum and maximum amounts must be configurable by authorized NE DMV Users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.4.3	System shall allow delay and/or denial of IFTA refund processing based on NE DMV business rules (i.e., assessed audit or outstanding return), and notify the MC Customer of the reason for delay/denial.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.4.4	System shall provide and maintain a refund status field at the program level.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.4.5	Credits, when not refunded or used to offset a tax reporting liability, shall be deleted after eight (8) calendar quarters have passed, from the end of the calendar quarter in which the credit was accrued.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.5	**Non-Filers and Balance Dues**				
IF.5.1	System shall provide an automated notice of the suspension and revocation for late filers and balance dues per NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.

IF.5.2	System shall provide the ability to print or email balance dues and outstanding notices at MC Customers' request.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.5.3	System shall assess penalties on MC Customers that fail to pay in a timely manner per NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.5.4	The system shall reactivate an MC Customer once they have satisfied all NE DMV requirements.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.5.5	The system shall assess a $100 reinstatement fee on all revoked carriers per NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.6	**IFTA Renewal Processing**				
IF.6.1	System shall allow MC Customers in good standing to renew their IFTA account online and print permits remotely.	Yes	Choose an item.	Choose an item.	Click here to enter text.
IF.6.2	System shall create four (4) IFTA returns required to be filed for the renewal year regardless of date of renewal.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.6.3	System shall provide an electronic renewal notice to MC Customers if they have requested electronic notification or print a renewal notice if an MC Customer has requested paper notification.	No	Choose an item.	Choose an item.	Click here to enter text.
IF.6.4	System shall allow NE DMV Users to receive and process multiple renewals and payments at one time.	Yes	Choose an item.	Choose an item.	Click here to enter text.

INTERNATIONAL FUEL TAX AGREEMENT (IFTA) COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) International Registration Plan - IRP (PR)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**

PR.1	General				
PR.1.1	System shall comply with the International Registration Plan (IRP), all NE law, NE state agency rules and regulations, and NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.2	System shall alert all users of any non-compliant status at the MC Customer, program, and/or vehicle levels, and prevent further activity, as required by NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.3	System shall be a browser-based solution that includes software components necessary to provide the IRP services as described in this Request for Proposal.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.4	System shall provide a history of account and fleet records.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.5	System shall provide search capabilities including but not limited to: • Registrant's name (name search inquiries should be done by character and partial character search) • DBA name • FEIN/SSN • Customer and fleet numbers • USDOT number • Plate number • Vehicle identification number • Unit number • Invoice number	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.6	System shall provide a minimum set of standard reports based on NE DMV needs.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.7	System shall generate automated letters to print and/or e-mail based on MC Customer preference and NE DMV business rules (e.g., delinquency, suspension, refund letters, etc.).	Yes	Choose an item.	Choose an item.	Click here to enter text.

PR.1.8	System shall provide the ability to reprint and/or re-email all invoices and notices sent through the system including renewal notices and letters.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.9	System shall provide the ability to print renewals or mass letters on NE DMV printers.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.10	System shall provide the ability to change and track carrier type (e.g., for hire, exempt, private, household).	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.11	System shall provide a means to validate changes to demographic information when required.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.12	System shall provide the ability to add comments to an account at the fleet and supplement levels. Date/time stamp and User ID are required. Comments are maintained until the data for the registration year is purged.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.13	System shall provide the ability to operate in two (2) years at the same time. The next year's registration renewal information can be entered at least 90 days prior to the current registration expiration date.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.14	System shall provide the ability to search all invoices by fleet (paid and unpaid).	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.15	System shall generate monthly transmittals for both IDR and non-IDR member jurisdictions, which support IRP standards and IDR requirements. System shall send the file to the IDR via data repository requirements and provide the ability to export transmittals in Excel and CSV formats.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.16	System shall provide the ability to generate a prenetting report to validate the IDR prenetting data.	Yes	Choose an item.	Choose an item.	Click here to enter text.

PR.1.17	System shall provide the ability to send transmittals electronically to other jurisdictions.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.18	System shall block the issuance of a temporary registration or cab card to a suspended or revoked carrier or vehicle per NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.

PR.1.19	System shall provide the ability for MC Customers (and their authorized reporting services) to perform the following functions via browser based self-service functions:
	• Electronically establish a new carrier.
	• Electronically submit renewals.
	• Electronically request all supplements including:
	　a) Increasing weight;
	　b) Adding and deleting vehicle(s) for credit transfer;
	　c) Deleting vehicle(s) for refund;
	　d) Adding vehicle(s);
	　e) Requesting duplicate credential(s) (i.e., plate, cab card); and
	　f) Editing vehicle details (i.e., unit number).
		No	Choose an item.	Choose an item.	Click here to enter text.

PR.1.20	System shall generate an on-demand, updated average vehicle distance chart (AVDC) in accordance with IRP requirements to enable the calculation of fees.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.21	System shall maintain all jurisdictional weight requirements including maximum jurisdictional weights and maximum cab card weights and shall update automatically as jurisdictional changes arise. This shall include the 10% variance rule.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.1.22	System shall allow NE DMV Users to record that a plate or an Affidavit of Lost Credential was returned.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.1.23	System shall allow comments or notes to be entered by MC Customer when uploading documents.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.24	System shall purge MC Customer information when inactive, per NE DMV business and records management rules.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.1.25	System shall provide registration information to NLETS queries and the NLETS interface.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.2	**New Account Processing**				
PR.2.1	System shall provide a workflow process for establishing new accounts. Required new account data includes: • Carrier information and profile (names, DBA, email, addresses, phone) • FEIN or SSN for the account/fleet • Contact information (names, email, address, phone) • A contact preference indicator • USDOT number for the account/fleet • Third Party Agent contact information • Type of business operations (private, for hire, etc.) • Capture and maintain indicators at the account/fleet level to administer unique jurisdiction requirements or fees (i.e., The Wyoming Operating Authority).	No	Choose an item.	Choose an item.	Click here to enter text.
PR.2.2	System shall allow MC Customers to submit documents when setting up a new account (i.e., W-9, recordkeeping notice, proof of residency, and POA if needed). Documents shall be subject to approval by NE DMV prior to account generation.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.2.3	System shall utilize the AVDC for all jurisdictions on an original or renewed fleet if applicable.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.2.4	System shall allow entry of actual distances on an original fleet creation,	Yes	Choose an item.	Choose an item.	Click here to enter text.

	renewal, or correction supplement if applicable.				
PR.2.5	System shall generate an error message if the system calculated total mileage does not equal total mileage entered.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.2.6	System shall store/display mileage/jurisdiction information.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.2.7	System shall store/display the applicable mileage reporting period for the registration period.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.2.8	System shall identify noncontiguous operations (i.e., has miles in CA & FL but none in between), and require MC Customer to provide a reason why noncontiguous operations exist. The MC Customer will be allowed to proceed with the transaction after approval by the NE DMV.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.2.9	System shall process a Current Year Mileage Correction supplement and ensure that all supplements processed after the correction are based on the corrected new percentages entered (i.e. have the capacity to recalculate each supplement and all future supplements).	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3	**Vehicle Registration Process**				
PR.3.1	System shall provide for a two-way interface with Nebraska's VTR system (VicToRy) to send and receive title data. Contractor needs to provide a solution to assist NE DMV in keeping IRP data in sync with data in VTR.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.2	System shall provide the capability to generate a supplement application (for power unit and trailers) that contains all necessary fields for data entry following the format of the paper form.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.3.3	System shall notify a carrier attempting to delete a permanent plate that the plate must be returned, or a notarized affidavit submitted. The System shall display a confirmation dialog that the user must acknowledge before allowing processing to continue.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.4	System shall provide the ability to calculate a refund when the vehicle is deleted, based on NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.5	System shall provide the ability to edit vehicle details whether or not a fee is assessed. This process may include a call to the state's VTR system.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.6	System shall calculate fee differences due when a vehicle is transferred from one vehicle to another in an existing fleet. System shall also provide the ability to add/delete vehicles with transfer, applying appropriate credit from a deleted vehicle to an added vehicle, including vehicles that were deleted earlier in the current registration year.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.7	System shall provide the ability to issue replacement cab cards and plates with and without fees.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.8	System shall restore vehicle data when a vehicle transaction is cancelled (i.e., reverse transfer, reverse refund, etc.).	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.9	System shall provide a 2290 indicator for Form 2290 (Proof of Payment of Heavy Vehicle Use Tax) to indicate the status of the 2290 requirement from MC Customers.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.10	System shall alert all users when a vehicle weight requires an IRS Form 2290 and change the 2290 indicator to needed.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.3.11	System shall populate a weight for all jurisdictions that is comparable to the registered combined gross weight with the ability to edit as needed.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.12	System shall allow an increase or decrease to the registered weight of a vehicle, based on NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.13	System shall populate vehicle data from the NE DMV VTR system based on VIN or title number and allow the information to be updated manually.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.14	System shall provide the ability to copy vehicle data from similar vehicles when adding multiple vehicles in a single transaction.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.15	System shall verify the accuracy of a vehicle identification number through the use of a VIN verification service.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.16	System shall ensure continuous registration for previously Nebraska-plated vehicles, including county registered vehicles, through the NE DMV VTR system, per NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.17	System shall allow NE DMV Users to correct errors on a received supplement before it is invoiced.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.18	System shall provide the ability to manually add or remove administrative or other fees to an invoice (i.e., mail fee).	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.19	System shall provide the ability to refund overpayments with NE DMV approval.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.20	System shall provide a check box to identify a billed supplement as pending. Status changes are set by NE DMV business rules or DMV actions.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.21	System shall calculate bills according to the IRP agreement, all NE law, NE state agency rules and regulations, and NE DMV business Rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.

R.3.22	Invoice data shall contain all standard items, including these items: • Invoice number • Invoice date • Account number • Fleet number • Supplement number • Registration year • Weight for each jurisdiction listed on the detailed billing • Number of months billed • Number of vehicles billed • Registrant's name and address • Supplement transaction type (i.e., add equipment, duplicate cab card, etc.) • Administrative fees (i.e., mailing fees, penalty, transfer fee, plate fee, etc.) • Registration due Nebraska • Nebraska credit amount • Total net due Nebraska • Amount due foreign jurisdictions • Foreign jurisdiction credit amount • Total net due foreign jurisdictions • Total supplement amount • Total credit amount • Total Sales Tax Due (State, County, City, penalty, and interest) • Total Tire Fee • Total Due • Canadian exchange date and rate • Expiration month • Jurisdiction, mileage type, month/year, mileage, %, charge, credit, net due • Unit number, VIN, combined gross weight, title, fees due • Free text space for supplement comments	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.23	Invoice data shall be available in multiple formats, varying from summary to detail. A summary of invoice data shall be available for printing, with detailed data available on the system.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.24	System shall recalculate IRP registration fees after corrections and maintain original invoice date.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.25	System shall provide the ability to print, email and export an invoice in summary or by individual vehicle.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.3.26	System shall provide the ability for all users to issue temporary registrations for all types of supplements and vehicles (power units and trailer). Temporary registrations shall include: • Carrier and vehicle information • Registered weight in each jurisdiction • Bar code • Safety carrier • Date of issue • Effective date • Reason for issuance • Expiration date	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.27	System shall provide the ability to print and e-mail a temporary IRP registration for all vehicles in a supplement or a single vehicle. The ability to re-print and re-email shall also be provided.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.28	System shall automatically track temporary registrations, in expiration date order, to include documents that have not been received. System shall also provide the ability to generate an ad hoc report of this information.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.29	System shall provide the ability to correct, extend, and cancel temporary registrations per NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.30	System shall prevent all users from issuing or reprinting temporary registrations if MC Customer is suspended or revoked.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.31	System shall allow MC Customer to apply for a refund upon the deletion of a vehicle per NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.32	System shall provide the capability to create an Affidavit of Lost, Stolen or	No	Choose an item.	Choose an item.	Click here to enter text.

	Destroyed Credential if plate is not returned when vehicle is deleted.				
PR.3.33	System shall display supplement history, with the option to print and export.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.34	System shall provide the ability to attach documents and image files (in an NE DMV approved format) to a supplement for documentation.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.35	System shall create supplement numbers for each transaction processed within an account and fleet.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.36	System shall provide the ability to update the PRISM census name, DOT number (Motor Carrier Responsible for Safety), and address information for cab card printing purposes.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.37	System shall provide the ability for NE DMV Users to process mass updates to a selected set of units via a single transaction (i.e., master account changes to assess fees and reprint all cab cards, unit DOT number changes, weight changes, etc.).	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.38	System shall allow an authorized NE DMV User to process a full year refund of all fees paid, including fees to foreign jurisdiction.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.39	System shall allow for the creation, issuance, and collection of fees for Unladen Weight (Hunter) Permits.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.3.40	System shall provide the ability to correct a previously paid supplement, recalculate data, and either refund or collect additional fees as appropriate.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.3.41	System shall provide the ability to update unit DOT numbers and maintain history of previous DOT numbers.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.3.42	System shall allow the upload of supplements in file formats approved by NE DMV.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.4	**Credential Administration**				
PR.4.1	Upon DMV action, system shall assign a plate number and generate a cab card after payment has been received.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.2	Once plates have been assigned, system shall provide the option for all users to email and print credentials on demand.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.3	System shall provide the flexibility to print on demand credentials for carriers ranging from 1-30,000 vehicles.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.4	System shall provide the capability to email and print Proof of Prorate letters.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.5	System shall maintain and assign plates for large carriers with their own unique plate numbers by plate type.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.6	System shall provide options to print and reprint cab cards in any of the following ways: • All vehicles in fleet • All vehicles in supplement • Individually by unit number in fleet.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.7	System shall generate a mailing label or mailing document (for the mailing of plates), in the same order the plates are assigned.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.8	System shall provide a means for NE DMV to identify when a paid transaction requires NE DMV to send a plate and registration cab card. For example, if the carrier prints their own cab cards, NE DMV would mail the plate only.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.4.9	System shall provide an indicator to reflect whether the plate should be mailed or is being picked up by an MC Customer or reporting service.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.4.10	System shall provide for the generation of a cab card and temporary registration which contains a PRISM compliant (PDF417) bar code printed directly from the system.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.11	System shall maintain credential-issuance history by plate number.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.4.12	System shall allow authorized NE DMV Users to manage inventories and credentials that are self-issued by authorized MC Customers.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.5	**Sales Tax and Tire Fee Processing**				
PR.5.1	System shall provide the ability to download and check Nebraska Department of Revenue (DOR) file of sales tax exempt and 01-ID numbers. If a carrier is not exempt or a check to file fails, system shall prompt all users to either confirm 01-ID number or bill for sales tax appropriately - including state, county, city tax, and a penalty and interest assessment for late payments.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.5.2	System shall provide a means to capture the number of tires for new vehicles (MSO) to assess a tire fee.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.5.3	System shall provide a means to recalculate daily interest upon payment and either create a credit or balance due on an MC Customer's account.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.5.4	System shall create and complete a monthly sales tax form that conforms with DOR requirements for monthly remittance.	No	Choose an item.	Choose an item.	Click here to enter text.

PR.5.5	System shall maintain sales tax rate tables and allow authorized NE DMV Users to add and edit rates as needed.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.5.6	System shall print a Form 6 (Sales and Use Tax Form) on demand that replicates the DOR paper form, based on vehicle and ownership information input by any user.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.5.7	System shall provide the ability to bill sales tax on a separate invoice from IRP invoices.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6	**Renewal Process**				
PR.6.1	System shall provide an automated process for printing (based on user preference) and sending renewal notices with MC Customers' demographic information, vehicle listing, mileage, etc.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.2	System shall provide the ability to transmit the current renewal information to individual MC Customers in an NE DMV approved format and receive updated information back from the MC Customer to process fleet renewal.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.3	System shall provide the ability to send automatic reminders to MC Customers 14 calendar days prior to IRP expiration.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.4	System shall include all vehicles active during the previous year in the renewal application.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.6.5	System shall provide the option for single fleet MC Customers to select IFTA distances for IRP renewals per NE DMV business rules. If option is selected, the system shall automatically populate with data from IFTA.	Yes	Choose an item.	Choose an item.	Click here to enter text.

PR.6.6	System shall provide an automated process for printing and sending blank mileage sheets to MC Customers when the fleet record indicates IRP mileage should not match IFTA mileage.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.7	Based on NE DMV business rules, the system shall provide information to all users to assist in determining whether the AVDC or actual miles are appropriate (e.g., MC Customer was new after June 30 and has no distance to report).	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.8	System shall provide an alert if there is a non-contiguous jurisdictional request after mileage has been entered and before the distance per jurisdiction percentage is figured.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.9	At time of renewal, system shall allow fleet-to-fleet transfer functions within the same account.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.10	System shall allow any user to expire fleets individually when there are multiple fleets in the same account, based on NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.11	System shall validate all appropriate edits (i.e., weights and 10% variances) for each vehicle during the IRP renewal process.	No	Choose an item.	Choose an item.	Click here to enter text.
PR.6.12	System shall provide the ability to renew a single unit within the fleet after the renewal has been paid.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PR.6.13	System shall provide a means for NE DMV Users to review submitted renewals for approval of distance, vehicles, and Form 2290s; then set appropriate indicators.	Yes	Choose an item.	Choose an item.	Click here to enter text.

REQ#	Requirement Description	Current Env.	Vendor or Sub	Delivery Method	Explanation
PR.6.14	System shall allow authorized NE DMV Users to process an amended IRP renewal so that IRP registrations can be corrected without doing an audit, and then correct miles and percentages and adjust any supplements for that registration year.	No		Choose an item.	Click here to enter text.
PR.6.15	System shall provide the ability to make changes to a renewed account and fleet prior to the effective date of the renewal.	Yes	Choose an item.	Choose an item.	Click here to enter text.

INTERNATIONAL REGISTRATION PLAN (IRP) COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) Accounting & Payment Processing (AP)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**
AP.1	**General**				
AP.1.1	System shall allow MC Customers to make payments regardless of their status as allowed for by NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.2	System shall prevent processing of non-guaranteed funds from customers who are required to pay in guaranteed funds.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.3	System shall provide the ability to pay multiple invoices with one form of payment at the same time.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.4	System shall provide the ability to pay invoices with multiple forms of payment.	No	Choose an item.	Choose an item.	Click here to enter text.

AP.1.5	System shall allow for partial IFTA payments with the customer invoiced for the remaining balance.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.6	System shall interface with the NE Accounting System (E1) for automated payment of monthly transmittals, including payments to the IFTA Clearinghouse and IDR.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.7	System shall interface with the NE Accounting System (E1) to provide automated refunds.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.8	System shall interface with the NE Accounting System (E1) to receive an enhanced "feedback file" with refund information.	No	Choose an item.	Choose an item.	Click here to enter text.
AP.1.9	System shall provide a cash management process for receiving cash and checks.	No	Choose an item.	Choose an item.	Click here to enter text.
AP.1.10	System shall allow for authorized NE DMV Users to transfer credits between programs (IRP and IFTA).	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.11	System shall correct a payment type or amount without the need to void and reprocess the transaction until after the deposit is reconciled.	No	Choose an item.	Choose an item.	Click here to enter text.
AP.1.12	System shall flag MC Customer accounts for agency debt write off, based on NE DMV business rules. Procedures shall include a report and a way to update these processes once approved by the State Legislature.	No	Choose an item.	Choose an item.	Click here to enter text.
AP.1.13	System shall provide the ability to reverse uncollectable accounts, including audits, and then transmit the information to the IDR and IFTA Clearinghouse.	Yes	Choose an item.	Choose an item.	Click here to enter text.

AP.1.14	System shall provide the ability to generate a ledger for a specific date range that separates Nebraska IRP fees from foreign IRP fees and administrative fees. The ledger shall be exported in an NE DMV approved format.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.15	System shall produce a monthly report of net Nebraska dollars received to support monthly fund distribution within the State.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.16	System shall provide a means of tracking transmittal data and payments (including partial payments) from the IDR and IFTA Clearinghouse.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.17	System shall ensure that error corrections are properly addressed in the transmittal files.	No	Choose an item.	Choose an item.	Click here to enter text.
AP.1.18	System shall include audit netting in transmittals.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.19	System shall provide the ability to pay invoices out of order, including invoices from different registration years. System shall alert all users of outstanding invoices. The appropriate credential(s) will be issued based on NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.20	System shall provide the ability for NE DMV Users to mass receipt payments received per NE DMV business rules.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.21	System shall allow authorized NE DMV Users to cancel a payment.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.22	After all amounts are originally transmitted and once the account has been determined uncollectible, the system shall provide the ability to adjust for partial IFTA payments received (i.e., audit, bankruptcy, or levy). System shall correct transmittal	No	Choose an item.	Choose an item.	Click here to enter text.

REQ#	Requirement Description	Current Env.	Vendor or Sub	Delivery Method	Explanation
	data based on prorated amounts resulting from partial payment.				
AP.1.23	System shall provide the ability to automatically calculate IFTA late-payment penalties.	No	Choose an item.	Choose an item.	Click here to enter text.
AP.1.24	System shall provide the ability to run a daily MCS Division Deposit Report that includes payments for IRP, IFTA, audit, title money, and sales tax.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.25	System shall provide the ability to run a daily Online Payment Report that includes online payments for IRP, IFTA, audit, and sales tax.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AP.1.26	System shall send an automatic email alert to the NE DMV Administrator in the event of NSF over $500 unpaid after 10 days.	No	Choose an item.	Choose an item.	Click here to enter text.

ACCOUNTING & PAYMENT PROCESSING COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) Collections (CL)					
Requirements			Bidder Response Section		
REQ#	Requirement Description	Current Env.	Vendor or Sub	Delivery Method	Explanation
CL.1	General				
CL.1.1	System shall provide a collections workflow with the ability to see and track collection actions and documents in the collection process.	No	Choose an item.	Choose an item.	Click here to enter text.
CL.1.2	System shall identify accounts eligible for collections based on NE DMV business rules (i.e., audit balances unpaid, multiple non-filers, large balance due (over $500), and NSF payment).	No	Choose an item.	Choose an item.	Click here to enter text.

REQ#	Requirement Description	Current Env.	Vendor or Sub	Delivery Method	Explanation
CL.1.3	System shall provide a process to generate a BIA (Best Information Available) assessment and produce an assessment letter for non-filers based on NE DMV business rules.	No	Choose an item.	Choose an item.	Click here to enter text.
CL.1.4	System shall provide inspection data from the MMCIS for individual MC Customers on demand.	No	Choose an item.	Choose an item.	Click here to enter text.
CL.1.5	System shall provide the ability for authorized NE DMV Users to flag an MC Customer on which a lien is being filed, produce the lien document, and enter notes related to the lien.	No	Choose an item.	Choose an item.	Click here to enter text.
CL.1.6	System shall provide the ability for authorized NE DMV Users to flag an MC Customer on which a levy is being filed, produce the levy document, and enter notes related to the levy.	No	Choose an item.	Choose an item.	Click here to enter text.
CL.1.7	System shall allow for the entry of notes and uploading of correspondence documents to record interactions with MC Customers in collections.	No	Choose an item.	Choose an item.	Click here to enter text.
CL.1.8	System shall allow for a payment plan to be set up for audits only, with system generated monthly invoices.	No	Choose an item.	Choose an item.	Click here to enter text.

COLLECTIONS COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) Audit (AU)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**
AU.1	**General/Core**				
AU.1.1	System shall provide ability to conduct an IRP only, IFTA only, or combined	Yes	Choose an item.	Choose an item.	Click here to enter text.

	IRP and IFTA audit at the MC Customer level.				
AU.2	**IFTA Audits**				Click here to enter text.
AU.2.1	System shall provide the ability to lock down past returns for the period under audit (e.g. If an audit is being performed for 3rd Qtr., 2019 through 2nd Qtr., 2020, changes to these returns will not be allowed).	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.2.2	System shall transmit IFTA audit dollars per IFTA Option 2. (https://www.iftach.org/manuals/2022/AA/Articles%20of%20Agreement%20-%201-2022.pdf)	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.2.3	System shall display and print quarterly reported IFTA return information for an MC Customer over a customizable range of time.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.2.4	System shall display and print information for all active IFTA MC Customers within a county or counties.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.2.5	System shall display and print, by year, a list of all decals issued to an individual MC Customer that includes issue date and serial number for all included decals.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.2.6	System shall provide the capability to produce, by quarter, reports for all MC Customers that have reported taxable and tax-paid gallons to be equal for each jurisdiction.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.2.7	System shall generate a list of MC Customers, by descending number of IFTA miles for the first three (3) quarters of the year requested. IFTA requires that certain percentages of audits must be conducted on high, medium, and low mileage accounts.	Yes	Choose an item.	Choose an item.	Click here to enter text.

AU.3	IFTA/IRP Combined Audits				
AU.3.1	System may allow MC Customers and reporting services to upload audit records via their online account. This functionality is not required, but desired.	No	Choose an item.	Choose an item.	Click here to enter text.
AU.3.2	System shall provide audit tracking functionality, including assigning audit quarters and IRP years to NE DMV Users by MC Customers. This includes the tracking of scheduled, active, assessed, final, budgeted hours, and actual hours, at a minimum.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.3.3	System shall allow export of information to be used with Nebraska's third-party audit software (currently DB Software) (i.e., MC Customer account information, reported IFTA/IRP information, IRP fees paid, and unit information, etc.).	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.3.4	System shall provide the capability to import audit result files from third-party audit software (currently DB Software).	No	Choose an item.	Choose an item.	Click here to enter text.
AU.3.5	System shall provide the ability to combine IRP and IFTA audit invoices when both audits are being performed at the same time.	No	Choose an item.	Choose an item.	Click here to enter text.
AU.3.6	System shall provide the ability to process a refund if the audit results in an overall net credit balance.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.3.7	System shall provide the ability to generate collection letters in accordance with NE DMV business rules for unpaid audit invoices. System shall have the ability to produce a report of MC Customers who have unpaid audit invoices.	No	Choose an item.	Choose an item.	Click here to enter text.
AU.4	IRP Audits				

AU.4.1	System shall provide the ability to handle current year audits so that an audit billing will be calculated for the year to date, with subsequent supplements billed at the new audited mileage percentages.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.2	System shall calculate 100% fees for identified vehicles in a designated jurisdiction that are determined to be non-apportionable vehicles by an audit. System shall also allow removal of fees from fleet when this calculation has been completed so fleet adjustments don't affect the fees from these vehicles.	No	Choose an item.	Choose an item.	Click here to enter text.
AU.4.3	System shall support adding an unreported jurisdiction and calculating appropriate fees.	No	Choose an item.	Choose an item.	Click here to enter text.
AU.4.4	System shall support removing a reported jurisdiction and calculating the appropriate refund.	No	Choose an item.	Choose an item.	Click here to enter text.
AU.4.5	System shall provide the ability to change reported distance from actual distance to the AVDC distance, and the ability to change the reported distance from the AVDC distance to actual distance.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.6	System shall track the number of inadequate audits and what percentage penalty was assessed on each audit.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.7	When an inadequate current year audit is posted, system shall include the increased percentage in all subsequent IRP invoices.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.8	System shall support the issuance of audit results to MC Customers, including audit tracking for appropriate appeal periods. Appeal periods shall be configurable. The current appeal	No	Choose an item.	Choose an item.	Click here to enter text.

REQ#	Requirement Description	Current Env.	Vendor or Sub	Delivery Method	Explanation
	periods are 30 days for MC Customers and 45 days for jurisdictions.				
AU.4.9	System shall support the netting of audit results.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.10	System shall provide the ability to print and extract a list of power units that were active over a customizable date range for a specific MC Customer.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.11	System shall provide the ability to print and extract a report listing the original IRP miles and percent by jurisdiction and registration year.	Yes	Choose an item.	Choose an item.	Click here to enter text.
AU.4.12	System shall provide the ability to print and extract a report listing the original IRP fees by jurisdiction for the renewal invoice, and each supplement, by registration year.	Yes	Choose an item.	Choose an item.	Click here to enter text.

AUDIT COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) Permits (PT)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**
PT.1	**Prorate (Trip) & Fuel Permits**				
PT.1.1	System shall provide the ability to purchase a temporary 72-hour permit without having an active system account.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PT.1.2	No password or user ID will be required to access the permit system.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PT.1.3	Customer shall be able to access permit info by plate, VIN, and permit number while permit is active.	No	Choose an item.	Choose an item.	Click here to enter text.
PT.1.4	Necessary edits in the application process to be determined (i.e., If DOT number is OOS).	Yes	Choose an item.	Choose an item.	Click here to enter text.

PT.1.5	System shall track all permits issued and make data available to NE DMV Users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PT.1.6	System shall allow an authorized NE DMV User with access to the fees table to modify fees assessed.	Yes	Choose an item.	Choose an item.	Click here to enter text.
PT.1.7	System shall allow an authorized NE DMV User to edit certain fields on an issued permit.	No	Choose an item.	Choose an item.	Click here to enter text.
PT.1.8	System shall provide a daily trip and fuel permit report of fees collected online (NE DMV only accepts electronic forms of payment for these services).	Yes	Choose an item.	Choose an item.	Click here to enter text.

PERMITS COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) ITD (TD)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**
TD.1	**General**				
TD.1.1	System shall automatically upload SAFER files T0019 daily or more often.	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.2	System shall fully support and satisfy all PRISM and ITD requirements to maintain Nebraska's compliance.	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.3	System shall generate PRISM letters on demand for carriers OOS.	No	Choose an item.	Choose an item.	Click here to enter text.
TD.1.4	System shall provide PRISM override capability for authorized NE DMV Users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.5	System shall provide the ability to conduct a real time web service call to SAFER.	No	Choose an item.	Choose an item.	Click here to enter text.

TD.1.6	System shall download SAFER transactions including but not limited to: • IFTA License (T0025) • IRP Account (T0026) • IRP fleet (T0027) • IRP Vehicle (T0028) • IRP Delete Vehicle (T0028D) • MCMIS (T0031) • L & I (T0032) • Inspection data (T0033) • UCR (T0034) • PRISM targeted vehicles/carrier files	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.7	System shall create a CVIEW snapshot that combines safety information with IRP, IFTA information, and plate types provided by the NE DMV.	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.8	System shall be able to search CVIEW with these criteria: • DOT number • Plate number and state of origin • Whole and partial VIN	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.9	System shall provide authorized NE DMV Users the ability to confirm that all files sent to SAFER were successfully received. Including files that were sent to SAFER via the IDR.	Yes	Choose an item.	Choose an item.	Click here to enter text.
TD.1.10	System shall provide authorized NE DMV Users the ability to confirm that records sent to SAFER match the records in the SAFER database. System shall include records that were sent to SAFER via the IDR.	Yes	Choose an item.	Choose an item.	Click here to enter text.

ITD COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) Technical (T)					
Requirements			**Bidder Response Section**		
REQ#	**Requirement Description**	**Current Env.**	**Vendor or Sub**	**Delivery Method**	**Explanation**
T.1	**General**				
T.1.1	The contractor is required to abide by, and comply with, all rules and regulations as set forth by the Nebraska Information Technology Commission (NITC). https://nitc.nebraska.gov/standards/index.html	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.2	The proposed system shall run internally on the State of Nebraska Network.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.3	The contractor shall work with vendors, stakeholders, and NE DMV to develop interfaces as defined in the Interface Catalog.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.4	System shall run on a Microsoft Windows platform (stack), including Windows OS, SQL Server.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.5	System shall run on VMware 7.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.6	System shall have the capability to run the application in a load balanced environment. SQL Servers shall run on physical machines.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.7	System shall comply fully with and support all standards for IRP and IFTA agreements.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.8	All online payments made by external users shall be processed by Nebraska Interactive (.gov). Contractor will work with Nebraska Interactive on this interface.	Yes	Choose an item.	Choose an item.	Click here to enter text.

T.1.9	System shall be open and non-proprietary where possible, providing options available without additional costs outside of contract terms (third-party software components).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.10	System shall provide the ability for designated NE DMV employees with appropriate access rights to manage, maintain, and administer all aspects of the NE DMV's IRP/IFTA Solution (such as system controls, operational parameters, system tables, etc.) via a web-based IRP/IFTA system administration and management portal effectively and efficiently.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.11	All users shall have the ability to access the system across multiple platforms, including mobile access. (i.e., system shall be accessible via MAC/PC and on industry standard browsers) • Google Chrome • Microsoft Edge • Apple Safari • Mozilla Firefox	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.12	System shall allow for entry of data or completion of transactions using network attached devices, mobile devices, etc. (Bidder shall provide list of acceptable devices.)	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.13	System shall allow for access to online services through a mobile device such as a smart phone or tablet and be rendered correctly for the device being used.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.14	System shall have a uniform look and feel throughout all applications (i.e., similar color scheme, table/form layout, button placement, function keys, shortcuts, etc.).	Yes	Choose an item.	Choose an item.	Click here to enter text.

T.1.15	System shall have the ability to restrict service availability by user type (i.e., an NE DMV administrator can see administration functions while standard NE DMV Users cannnot, etc.).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.16	System shall provide: • Development (DEV), Test (UAT/Staging) and Production environments. • The capability to generate test data with the same attributes of production data. Once configured, test data shall be a duplicate of the production data, updated within one week of actual live production data.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.17	UAT/Staging environment shall be available to NE DMV 90 days prior to deployment to allow a proper testing platform.	N/A	Choose an item.	Choose an item.	Click here to enter text.
T.1.18	System shall assign a set of unique, searchable identifiers for each transaction, to be determined by NE DMV and contractor.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.19	System shall utilize web services to construct interfaces and for module-to-module communication. Batch interfaces should only be used in instances where the solution does not support web services or as a backup to web services.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.20	System shall comply with all applicable ANSI D20 standards (Data Element Dictionary for Traffic Records Systems).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.21	System shall comply with and utilize all applicable NCIC codes. https://www.ojp.gov/ncjrs/virtual-library/abstracts/national-crime-	Yes	Choose an item.	Choose an item.	Click here to enter text.

	information-center-ncic-code-manual-second-edition				
T.1.22	System shall have the ability to export data to utilize XML-based standards, delimited file format, fixed file format, and custom transaction formats for communication and integration with other environments and applications.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.1.23	System shall provide diagnostic information to the NE DMV support team on the type and source of system errors.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.24	System shall report performance metrics for use in capacity provisioning and diagnostics.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.25	System shall provide the ability to validate a postal address against the USPS database.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.26	System shall auto-populate data and provide default values where applicable and available.	No	Choose an item.	Choose an item.	Click here to enter text.
T.1.27	System shall limit document uploads to a file size agreed upon by NE DMV and contractor.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2	**Systems Administration Roles and Responsibilities**				
T.2.1	NE DMV will provide the software and hardware necessary to implement the proposed solution. The solution will run on the following versions of the software, or higher. • VMware 7 (DMV installed and maintained) • Windows Server 2019 (DMV installed and maintained) • SQL Server 2017 or higher (Vendor installed and maintained)	Yes	Choose an item.	Choose an item.	Click here to enter text.

	• SSRS Server 2017 or higher (Vendor installed and maintained) • Windows 10 (DMV installed and maintained)				
T.2.2	Contractor shall be responsible for installation of components and updates to run their solution on NE DMV equipment that is not installed by the NE DMV.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.2.3	Contractor shall be responsible for setting up backup short term schedules for all databases for (local) storage and easy accessibility. These backups will be on flash (attached) storage maintained by the State of Nebraska.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2.4	Contractor shall be responsible for the database maintenance, security, and installation of all cumulative updates for SQL Servers.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2.5	NE DMV will provide long term backup/Disaster Recovery in the State of Nebraska Commvault environment.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2.6	NE DMV will be responsible for malware and virus detection on servers, e-mail, and gateways.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2.7	NE DMV will be responsible for server operating system security patches unless a different arrangement is agreed upon separately with the contractor.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2.8	NE DMV will be responsible for Active Directory/Directory Services and authentication, as well as security group administration, mailbox distribution groups, service accounts, etc.	No	Choose an item.	Choose an item.	Click here to enter text.
T.2.9	NE DMV will be responsible for penetration testing up to the point of	No	Choose an item.	Choose an item.	Click here to enter text.

	the solution. Penetration testing internal to the solution shall be conducted by the contractor.				
T.2.10	The Nebraska DMV will provide remote access to the servers for the contractor based on the NITC standards.	No	Choose an item.	Choose an item.	Click here to enter text.
T.3	**Software**				
T.3.1	Supported databases shall be limited to Microsoft SQL Server 2017 or newer. The contractor must adhere to database standards established by the Nebraska OCIO Systems Database Group.	No	Choose an item.	Choose an item.	Click here to enter text.
T.3.2	System shall operate in a clustered environment and run in an "Always On" availability group.	No	Choose an item.	Choose an item.	Click here to enter text.
T.3.3	Contractor shall provide a detailed component list of all software used in their proposed solution. NE DMV shall not be responsible for costs associated with these software components.	No	Choose an item.	Choose an item.	Click here to enter text.
T.3.4	System shall have an ongoing software development lifecycle plan which will be shared with NE DMV at least 1 year in advance. • System shall have a monthly ongoing software development lifecycle. • System shall have a weekly ongoing software development lifecycle.	No	Choose an item.	Choose an item.	Click here to enter text.
T.3.5	As this is a State of Nebraska hosted system, the contractor must understand and acknowledge that NE DMV will make state teammates with necessary access available to the contractor to install commercially available software.	No	Choose an item.	Choose an item.	Click here to enter text.

T.4	Support / SLA				
T.4.1	Bidder agrees to all requirements stated in the service level agreement on pages 57-61 of this RFP.	No	Choose an item.	Choose an item.	Click here to enter text.
T.4.2	System shall be available no less than 99.9% of the time as measured monthly.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.4.3	System shall be supported 24 hours a day, 365 days a year.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.4.4	Support response times for the application/solution shall be as follows: • During business hours (Monday through Friday, excluding holidays) 6:00 a.m. CST to 6:00 p.m. CST response time shall be 15 minutes or less. • During non-business hours (including holidays) response times shall be 1 hour or less.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.4.5	Contractor shall provide the previous three (3) years of standard maintenance support schedules, including: • New releases • Bug fixes • Version or product upgrades • System maintenance • Updates • Security patches	No	Choose an item.	Choose an item.	Click here to enter text.
T.4.6	For all maintenance and support services, including all components listed in the above requirement T.4.5, Contractor shall provide NE DMV with a schedule of this maintenance in advance of its implementation. NE DMV, at its discretion, can defer maintenance and prioritize support services to meet its processing schedules.	No	Choose an item.	Choose an item.	Click here to enter text.

T.4.7	System shall ensure efficient system processing: • No more than a one (1) second wait time to display a screen • Average no more than a three (3) second response to inquiries to database • Average no more than a 10-second response to calculate registration fees one (1) power unit with multiple jurisdictions • Less than 30 minutes to calculate the fees for the largest accounts (6,000 vehicles) • E-mail a temporary registration and/or invoice in less than 1 minute once a document is available to send (Or provide notification in the event of a failure.) • Documents are sent to a printer within three (3) seconds	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.5	**Software Maintenance/Reliability and Versioning**				
T.5.1	System Availability – Solution Software must have a 99.9% uptime guarantee, excluding scheduled maintenance and downtime that has been mutually agreed upon between Contractor and the NE DMV. NE DMV will be responsible for network and hardware uptime for the on-site hosted solution.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.5.2	Up-time shall be defined as the time the system is responding correctly (able to successfully provide all operations specified in this RFP) and doing so within the performance requirements listed in this section and the SLA.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.5.3	Contractor shall revert to previous releases of the application's	Yes	Choose an item.	Choose an item.	Click here to enter text.

	components in the event of an unsuccessful deployment.				
T.5.4	System shall reapply NE DMV customizations and configurations to new versions of the software.	No	Choose an item.	Choose an item.	Click here to enter text.
T.5.5	System shall provide safeguards to ensure no user-initiated query or process will negatively impact system performance beyond an established threshold.	No	Choose an item.	Choose an item.	Click here to enter text.
T.5.6	System shall have the ability to globally update all system components, configurations, system changes, and software in all environments (DEV/UAT/PROD) from a central location without manual intervention. Once updates are complete, the application must indicate that the system was successfully updated. In addition, a system user must be able to view the current software version number and date the update was applied within the application.	No	Choose an item.	Choose an item.	Click here to enter text.
T.6	**Hardware**				
T.6.1	This application is designed for an on-site system. Contractor will be responsible for specifying hardware needs for the proposed solution in their response to this RFP. • NE DMV shall procure any servers, VM hosts, workstations, printers, and any other IT equipment deemed necessary and approved by NE DMV for the development and design of the system. • NE DMV will set up all servers, ESX hosts, VM's and workstations.	No	Choose an item.	Choose an item.	Click here to enter text.
T.6.2	Contractor shall use the project management change request process	No	Choose an item.	Choose an item.	Click here to enter text.

	laid out in Section V, with clearly defined expectations and required timelines, for any changes or additional hardware that is necessary for project success after the project start.				
T.7	**Conversion** Contractor shall acknowledge that NE DMV will be responsible for extract functions, while Contractor will be responsible for transfer and load functions. Contractor shall develop and execute a data conversion plan to migrate data from NE DMV MCS legacy application to the proposed application that includes the following:				
T.7.1	**Conversion Process:** A detailed description of: • The conversion processes • Record handling and inventory control process • Data mapping • Quality control activities	No	Choose an item.	Choose an item.	Click here to enter text.
T.7.2	**Error Resolution:** Contractor shall be responsible for identifying and resolving errors that occur during the conversion and migration process and formulate a mitigation plan.	No	Choose an item.	Choose an item.	Click here to enter text.
T.7.3	**Roles:** A description of roles and responsibilities for Contractors and NE DMV staff members.	No	Choose an item.	Choose an item.	Click here to enter text.
T.7.4	**Schedule:** Contractor shall provide a detailed activity schedule and timeline for the conversion process.	No	Choose an item.	Choose an item.	Click here to enter text.
T.7.5	**Data Cleansing:** Existing data in the legacy application must be cleansed as part of the migration process. Cleansing activities include: • Validating data contents to ensure that the stored information is accurate in accordance with the NE DMV's guidance • Standardizing data formats for conformance	No	Choose an item.	Choose an item.	Click here to enter text.

T.7.6	**Data De-Duplication:** Normalizing migrated data where possible to reduce duplicating data storage.	No	Choose an item.	Choose an item.	Click here to enter text.
T.7.7	**Data Synchronization:** Overlapping data in both the existing and new application systems must be synchronized during application transition.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8	**System Security**				
T.8.1	System shall provide access control by a role-based security component with user-defined roles and authorities. This will control what all users have access to and what functions all users can perform.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.2	Contractor shall conduct penetration and vulnerability testing on the software application quarterly and provide NE DMV with a summary of all findings.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.3	Contractor shall ensure that the application complies with the encryption requirements in Internal Revenue Service Publication 1075 (Reference information on IRS website at https://www.irs.gov/privacy-disclosure/encryption-requirements-of-publication-1075).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.4	Contractor shall acknowledge that all components must run with the minimum required access levels possible and must never run as ROOT or an administrative user. Components must be able to run as a service (with a service account).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.5	All components must operate on the principle of least privilege.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.6	Contractor shall acknowledge that databases must not be accessed by	Yes	Choose an item.	Choose an item.	Click here to enter text.

	admin accounts for normal transactional purposes. Mechanisms, including HTTP headers and meta tags, shall require that pages containing sensitive information are not cached by either users' browsers or any intermediate servers.				
T.8.7	Sensitive data must not be supplied in any system URLs.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.8	System shall implement server-side validations.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.9	Client-side validations shall be implemented as well, as needed.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.10	System shall allow for data encryption while at rest and in motion.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.11	System shall support at minimum AES 256-bit encryption.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.12	Communication between all components must make use of a minimum of TLS 1.2 for all sensitive data transmission.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.13	Contractor shall be solely responsible for ensuring that the application, including both COTS (Customized Off the Shelf) and custom developed portions, are developed and secure by cybersecurity best practices and vulnerability detection as defined by the NITC standards.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.14	System shall allow authorized users (system administrators) to grant security level permissions to users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.15	System shall allow authorized users to grant security level permission only up to, but not including their own level.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.16	System shall log all user access information (sign-on, sign off, source IP) and include date and time references for auditing purposes.	Yes	Choose an item.	Choose an item.	Click here to enter text.

T.8.17	System shall log all information accessed by users to provide audit trails.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.18	At no point in time shall the Contractor share data or accounts with anyone outside of the state, including subcontractors.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.19	System shall not have any embedded user ID's or passwords (credentials).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.8.20	System shall allow authorized NE DMV Users to add, modify, suspend, and deactivate users; assign users to user roles and security groups; and grant security and access permissions while the system is online.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.21	System shall provide a summary of all users based on access rights and shall provide a variety of filtering and sorting options (such as user status, etc.) for viewing users.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.22	System shall assign default transaction queues and service functions to users. System shall also allow changes to these queues and service functions by authorized users during business hours.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.23	System shall provide an error log for NE DMV Users to review when assisting an MC Customer.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.24	System shall capture a user session for support, review, and auditing purposes.	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.25	System shall provide the ability for remote assistance (view an active user session).	No	Choose an item.	Choose an item.	Click here to enter text.
T.8.26	System shall capture transaction rejection reasons in a log for NE DMV Users to review when assisting an MC Customer.	No	Choose an item.	Choose an item.	Click here to enter text.

T.9	**Technical Audit**				
T.9.1	System shall provide and maintain an audit trail of any changes made to the database. The audit trail must be linked to the MMCIS user making the change.	No	Choose an item.	Choose an item.	Click here to enter text.
T.9.2	Logging shall be enabled 24 hours per day, 7 days per week and kept for an agreed upon period to assist in case of future investigations and access control monitoring.	No	Choose an item.	Choose an item.	Click here to enter text.
T.9.3	The following events must be logged: • Failed or rejected user authentication and access control policy violation • Failed or rejected user action • Use of system utilities • Use of external resources • All activities performed by high level privileges accounts (System administrators, system operators) • System start-up and stop • Changes, or attempt to change, configuration and security settings	No	Choose an item.	Choose an item.	Click here to enter text.
T.10	**Alerts**				
T.10.1	System shall allow the creation of user-defined alerts, to be defined during the development process.	No	Choose an item.	Choose an item.	Click here to enter text.
T.10.2	System shall allow for system-generated alerts, including but not limited to: • Security violations • System event logs • Database backup failures • Storage space notifications (low disk space for databases) • Communication errors with external agencies (interface URL) • Certificate expirations (within 90 days)	No	Choose an item.	Choose an item.	Click here to enter text.

	• Server availability				
T.11	**System Change Request Management – Example: Screen Changes, etc.**				
T.11.1	System shall utilize the change request component in Section V as the primary means for determining processes and workflow.	No	Choose an item.	Choose an item.	Click here to enter text.
T.11.2	System shall have a centralized location for authorized users to request and track changes.	No	Choose an item.	Choose an item.	Click here to enter text.
T.11.3	System shall provide a system for tracking issues (ticketing system) reported by all users, whether NE DMV or external.	No	Choose an item.	Choose an item.	Click here to enter text.
T.11.4	System shall allow an authorized user to record reasons for system changes.	No	Choose an item.	Choose an item.	Click here to enter text.
T.11.5	System shall provide one single rules repository where NE DMV system change requests will be defined, updated, and maintained while maintaining role-based access. Once defined, the change requests can be deployed and used by multiple components, if needed.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.11.6	System shall allow system change requests to contain an effective date and, if applicable, an end date.	Yes	Choose an item.	Choose an item.	Click here to enter text.

T.12	**Backup, Recovery, and Disaster Planning**				
T.12.1	Contractor shall provide a Disaster Recovery Plan that includes redundant sites at different geographical locations (Lincoln and Omaha Data Centers).	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.12.2	System shall provide audit and transaction log files, capturing before and after images for all database systems.	No	Choose an item.	Choose an item.	Click here to enter text.
T.12.3	System shall roll back failed transactions.	No	Choose an item.	Choose an item.	Click here to enter text.
T.12.4	System shall have point-in-time recovery capabilities for all databases. This means upon any failure; the database can be recovered to the last point of consistent state.	No	Choose an item.	Choose an item.	Click here to enter text.
T.12.5	System shall monitor, archive, and purge SQL error log tables, transaction log tables, etc. according to NE DMV defined schedules and procedures.	No	Choose an item.	Choose an item.	Click here to enter text.
T.12.6	System shall provide the ability for a full system and data recovery from backups. Contractor shall set up and maintain backup schedules and verify backups. Test restores will be scheduled on a regular basis, to be determined by Contractor and NE DMV.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.12.7	System shall allow for a single sign-on to the application with the STN Domain using LDAP and Azure for NE DMV Users. External users shall sign on via web interface.	No	Choose an item.	Choose an item.	Click here to enter text.

T.13	Infrastructure				
T.13.1	No Contractor software shall prohibit the installation or updating of server components provided by OEM Contractors (i.e., Windows O/S security patches).	No	Choose an item.	Choose an item.	Click here to enter text.
T.13.2	If an incompatibility is discovered after an update is applied, Contractor must update their software and eliminate the incompatibility to the satisfaction of NE DMV within thirty (30) calendar days after notification of the issue.	No	Choose an item.	Choose an item.	Click here to enter text.
T.13.3	Contractor must maintain all software versions and ensure that NE DMV is only running currently supported software, from any provider.	No	Choose an item.	Choose an item.	Click here to enter text.
T.13.4	System shall not contain any software or tools that are in beta testing without first acquiring NE DMV approval.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.13.5	Applications cannot require the installation of Microsoft Office products on the server.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.13.6	Contractor must agree that the State possesses sole ownership of all the information and data collected as a direct result of this contract. The data cannot be used for any purpose outside of the application.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.14	Change Management				
T.14.1	The objective of NE DMV Change Management is to ensure that standardized methods and procedures are used for efficient and prompt handling of all changes to IT infrastructure in a secure manner.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.14.2	All changes to projects assigned (DEV/UAT/PROD): Contractor shall utilize the NE DMV Change	Yes	Choose an item.	Choose an item.	Click here to enter text.

	Management calendar to document the work that is to be performed.				
T.14.3	Change requests are to be entered a minimum of three (3) days in advance of any work to be performed, allowing for ample time to assess any impacts.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.14.4	Emergency change requests that require immediate action will need to be approved by NE DMV to ensure that any impacts are quickly assessed.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.14.5	All changes must be tested and approved by NE DMV prior to deployment.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.14.6	Contractor shall work with NE DMV to mitigate or reduce any residual risk.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.14.7	Contractor shall provide NE DMV access to any change management system and process utilized by the Contractor to manage change as it relates to the proposed application.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.15	**System Performance Metrics**				
T.15.1	System shall provide the ability to view, print and export a dashboard of key performance indicators, with user-defined parameters, showing graphical information on business and technical performance against service-level objectives.	No	Choose an item.	Choose an item.	Click here to enter text.
T.15.2	System shall define and configure statistical data parameters including: • Specification of time frames for statistical data storage requirements • Specification of purge criteria, parameters, and timeframes	No	Choose an item.	Choose an item.	Click here to enter text.
T.15.3	System shall allow authorized users to define and configure system controls, operational parameters, system tables, etc.	No	Choose an item.	Choose an item.	Click here to enter text.

T.15.4	System shall allow all changes to take effect based on a date and time parameter set by an authorized user ahead of time. NE DMV will use this feature to pre-load system changes that relate to new laws and changes that take effect on preplanned dates (i.e., enter data on Dec 5 to take effect on January 1 [start of calendar year] or enter data on June 20 to take effect on July 1 [start of Nebraska Fiscal Year]).	No	Choose an item.	Choose an item.	Click here to enter text.
T.15.5	System shall log all transactions for security and performance measure reporting and analysis. Reports and analysis must have the capability for a user to enter a date range to view or print management reports.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.16	**Network/Active Directory Accounts**				
T.16.1	System shall utilize the existing State of Nebraska network which is managed by the NE OCIO and utilized for all NE DMV network traffic.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.16.2	System shall provide a single sign-on to the application for external users that can be managed by the end user. Example: User can change password, unlock account.	No	Choose an item.	Choose an item.	Click here to enter text.
T.16.3	System shall automatically log out users which have been inactive for a specified period. Users can simply log back into the system to resume activity from the point of timeout.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.16.4	System shall deactivate users that have not logged into the system within 90 days and will allow for notifications on pending password expiration upon login.	No	Choose an item.	Choose an item.	Click here to enter text.
T.17	**Field and screen validation**				

T.17.1	System shall provide a visual distinction between mandatory and non-mandatory fields.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.17.2	System shall perform field validation of data upon entry.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.17.3	System shall display errors on the appropriate screen for all users.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.17.4	System shall have printable user application screens configurable to local and network printers, using print commands provided by the browser.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18	**User Interface**				
T.18.1	System shall include a browser-based user interface.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.2	System shall incorporate history views at the record level that are easy to follow and indicate date, time, and the user who made the update.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.3	System shall provide the ability for users to select their preferred language from a list of several, based on NE DMV needs. This functionality is not required, but desired.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.4	System shall incorporate an online help feature through a help guide, which is updated by the contractor monthly.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.5	System shall provide help/balloon tips for individual fields deemed necessary by NE DMV.		Choose an item.	Choose an item.	Click here to enter text.
T.18.6	System shall provide a chat feature that allows MC Customers to reach out to NE DMV Users for assistance. This may be a stand-alone chat feature or integrate with the state's vendor for other web services.		Choose an item.	Choose an item.	Click here to enter text.
T.18.7	System shall allow all users to make changes to applicable profile settings.	No	Choose an item.	Choose an item.	Click here to enter text.

T.18.8	System shall support auto-complete functionality for code table lookups as the user begins to enter data in the code table lookup field.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.9	System shall support pre-fill fields in appropriate pre-formatted screens, eliminating redundant data entry and without impacting the usability.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.10	System shall allow all users to move forward and backward between screens to complete data fields without the loss of data entered.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.11	System shall allow users to correct errors without having to retype an entire field.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.12	System shall provide standard form navigation and allow movement from one work area to another via mouse and keyboard.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.13	System shall provide default, configurable values for fields based on previous input or other mechanisms. Currently used defaults should be incorporated.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.14	System shall translate codes to U.S. English-language words or phrases on the output screen and reports for all codes used.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.15	System shall support editing and validation rules for all mandatory fields, clearly indicating data which failed validation and reason for failure.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.16	System shall be configurable to disable copy and paste for certain fields.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.17	System shall support the use of Windows Shortcut Keys.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.18	System shall provide all users with a summary screen prior to completing a transaction.	Yes	Choose an item.	Choose an item.	Click here to enter text.

T.18.19	System shall support the ability to execute multiple transactions on the same screen and session, where applicable.	No	Choose an item.	Choose an item.	Click here to enter text.
T.18.20	System shall allow an authorized user to find, enter and update MC Customer records.	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.18.21	System shall comply with Section 508 of the U.S. Rehabilitation Act, or at minimum, be compatible with screen readers (both the site and any downloadable artifacts), capable of displaying large fonts, and content context which does not rely on color alone. https://www.section508.gov/manage/laws-and-policies/	Yes	Choose an item.	Choose an item.	Click here to enter text.
T.19	**Printing / PDF Files**				
T.19.1	System shall provide all users the ability to export/download documents in a non-editable PDF format and allow for the printing of those PDF files.	No	Choose an item.	Choose an item.	Click here to enter text.
T.19.2	System shall provide the ability to allow NE DMV Users to change their default printer/tray on demand per user and per document type.	No	Choose an item.	Choose an item.	Click here to enter text.
T.19.3	System shall provide the ability to print documents and forms for specified users and can have specific document types print to different trays.	No	Choose an item.	Choose an item.	Click here to enter text.
T.19.4	System shall provide the ability to print documents and forms in more than one output size and on pre-formatted security paper (i.e., IRP Bills, etc.).	No	Choose an item.	Choose an item.	Click here to enter text.
T.19.5	System shall provide the ability to reprint documents.	No	Choose an item.	Choose an item.	Click here to enter text.
T.19.6	System shall provide the ability to adjust formatting to print documents on letterhead and envelopes.	No	Choose an item.	Choose an item.	Click here to enter text.

T.19.7	System shall provide the ability to print identifying information on any output document including date and time of output, operator, location, etc.	No	Choose an item.	Choose an item.	Click here to enter text.
T.20	**Self Service Front End**				
T.20.1	System shall include an integrated front-end application for all users that includes, but is not limited to the following functionality: • Integrate with the NE DMV web portal to provide a single point of access for all NE DMV online services. • Provide the same look and feel on the external business portal and the internal application, including common account, processing, inquiry, reporting etc. • Provide MC Customers with full-service capabilities for all IRP and IFTA transactions and services. • Update account information (contact information, addresses). • Retrieve, view, and print current and expired account invoices, balances due, and account histories.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21	**Document Management**				
T.21.1	System shall support the ability to scan and import documents to be included in a record.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.2	System shall support scanning and indexing (i.e., bar codes, QR codes,	No	Choose an item.	Choose an item.	Click here to enter text.

	etc.) all documents at the time of transaction, for electronic tracking.				
T.21.3	System shall support the ability to scan documents to be included in the record in a batch process after a transaction has been completed.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.4	System shall provide the ability to retrieve an image from the document management system via relevant transaction screens.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.5	System shall display document images inside the same browser being used to navigate the application.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.6	System shall allow all users to pick from table driven lists of authorized source documentation (i.e., IRP registration, IFTA return, etc.). Access to specific document types will be granted per NE DMV business rules. All transactions shall be logged.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.7	System shall be able to create, print, electronically transmit, and track all outgoing correspondence (letter, e-mail, and text message).	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.8	System shall transmit document images to a central image database.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.9	System shall provide a central database for forms, with functions for indexing, storage, and retrieval of forms.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.10	System shall provide the option for image transmission in real time, and during off-peak periods to accommodate bandwidth, response time, and other network constraints. Images eligible for delayed or batch transmission are to be determined by NE DMV.	No	Choose an item.	Choose an item.	Click here to enter text.

T.21.11	System shall provide the ability to re-scan documents.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.12	System shall provide a flexible set of indices which can be defined for the documents. After capture, the documents shall be indexed prior to storing.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.13	System shall store document images at a minimum resolution defined by NE DMV.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.14	System shall provide the ability to retrieve all documents within the business defined retention period using one of the indices that are defined and entered for the document in question.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.15	System shall support multi-page, double-sided, and different sized documents.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.16	System shall allow NE DMV Users to add free form text comments to a document or image (Annotations).	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.17	System shall provide the ability to generate a unique identifier which can be used to identify the customer, type of document, and variable data contained within the document. This information shall be stored in a character sequence and in a machine-readable information format (i.e., bar code, QR code, etc.). This functionality is not required, but desired.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.18	System shall store forms in standard document formats (i.e., Word document, PDF, etc.).	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.19	System shall allow retrieval and review of all documents by a non-proprietary image viewer (i.e., PDF, JPEG, etc.).	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.20	System shall retrieve forms as overlays for printing and imaging. The retrieved	No	Choose an item.	Choose an item.	Click here to enter text.

	form should be merged with data from the integrated operation database and/or document image database (signatures and photos) to be incorporated as part of outbound notices and correspondence to customers and documents stored in the Contractor's document management system.				
T.21.21	System shall be able to access electronic documents and/or image information stored in the central database.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.22	System shall retain images of documents produced as part of NE DMV business process.	No	Choose an item.	Choose an item.	Click here to enter text.
T.21.23	System shall provide for the input and retention of supporting documents (appending pages/documents to an existing document).	No	Choose an item.	Choose an item.	Click here to enter text.

TECHNICAL COMPLETE

Requirements Traceability Matrix for Option 1: (MMCIS and a document management system) Reporting (R)				
Requirements		**Bidder Response Section**		
REQ#	**Requirement Description**	**Vendor or Sub**	**Delivery Method**	**Explanation**
R.1	**General**			
R.1.1	System shall provide the ability to produce standard and ad hoc reports.	Choose an item.	Choose an item.	Click here to enter text.
R.1.2	System shall provide a help desk function for accessing user logs.	Choose an item.	Choose an item.	Click here to enter text.
R.2	**Reporting**			
R.2.1	System shall provide the ability to monitor performance of work activities at the user and agency levels.	Choose an item.	Choose an item.	Click here to enter text.

R.2.2	System shall provide reporting tools for authorized NE DMV Users supporting predefined, parameterized, and ad hoc query reporting.	Choose an item.	Choose an item.	Click here to enter text.
R.2.3	System shall provide the ability to display customized information on dashboards (i.e., Batch Jobs, System Metrics, Carrier Dashboards, etc.).	Choose an item.	Choose an item.	Click here to enter text.
R.2.4	System shall capture transaction information, including but not limited to processing time, approvals, user interactions, modifications for performance evaluation, auditing, and workload analysis.	Choose an item.	Choose an item.	Click here to enter text.
R.2.5	System shall support rendering reports in formats compatible with all delivery channels including mobile devices. Formats include but are not limited to PDF, HTML, XML, RTF, CSV, Microsoft Word, and Microsoft Excel.	Choose an item.	Choose an item.	Click here to enter text.
R.2.6	System shall support annotation and format editing of system-generated reports.	Choose an item.	Choose an item.	Click here to enter text.
R.2.7	System shall provide the capability to manage standard report creation, modification, and publishing with role-based access.	Choose an item.	Choose an item.	Click here to enter text.
R.2.8	System shall provide the capability to drill down into system information initially displayed as summary information to view the details of a specific transaction, user action, inventory items, and MC Customer record.	Choose an item.	Choose an item.	Click here to enter text.
R.2.9	System shall allow authorized NE DMV Users to render data in graphical formats including, but not limited to, bar charts, pie charts, heat maps, and scatter plots (without programming).	Choose an item.	Choose an item.	Click here to enter text.
R.2.10	System shall highlight anomalies in standard reports based upon information received from the IDR and IFTA Clearinghouse, according to NE DMV business rules.	Choose an item.	Choose an item.	Click here to enter text.
R.2.11	System shall provide wizard-style tools for both authorized NE DMV Users and developers to develop reports and dashboards.	Choose an item.	Choose an item.	Click here to enter text.

R.2.12	System shall provide the ability to schedule report generation based on specified time periods (i.e., real-time, hourly, daily, weekly, monthly, year-to-date, and annually).	Choose an item.	Choose an item.	Click here to enter text.
R.2.13	System shall support impact analysis; when changes in source data are made, affected downstream reports, dashboards, and system screens will be displayed.	Choose an item.	Choose an item.	Click here to enter text.
R.2.14	System shall provide tools for impact analysis of proposed or possible program changes. The tools shall allow for determining the impact on customer interactions, transaction times, transaction volumes, and staffing, among other items.	Choose an item.	Choose an item.	Click here to enter text.
R.2.15	System shall provide the capability to search the report repository, individual reports, and central information repository by keywords.	Choose an item.	Choose an item.	Click here to enter text.
R.2.16	System shall provide tools for forecasting budget, revenue, and staffing needs.	Choose an item.	Choose an item.	Click here to enter text.
R.2.17	System shall provide the ability for data mining to uncover correlations or patterns.	Choose an item.	Choose an item.	Click here to enter text.
R.2.18	System shall track report usage.	Choose an item.	Choose an item.	Click here to enter text.
R.2.19	System shall provide the capability to create and maintain a report distribution list for each report and group of reports.	Choose an item.	Choose an item.	Click here to enter text.
R.2.20	System shall allow field masking on reports, such that only designated users can see certain columns, rows, and fields on a report.	Choose an item.	Choose an item.	Click here to enter text.
R.2.21	System shall provide the capability to replicate a report as it was first prepared on an earlier date.	Choose an item.	Choose an item.	Click here to enter text.
R.2.22	System shall provide for alerts, at pre-established time intervals, for any system activity, including customer record access, based on NE DMV business rules. Time intervals could include immediate notification, end-of-day notification, or some other set time frame.	Choose an item.	Choose an item.	Click here to enter text.

R.2.23	System shall support the ability to identify an in-progress transaction for manager audit, randomly or based on other criteria. The system shall allow for the transaction to be suspended pending manager review and approval.	Choose an item.	Choose an item.	Click here to enter text.
R.2.24	System shall provide the capability to capture and report meta-data related to any transaction.	Choose an item.	Choose an item.	Click here to enter text.
R.2.25	System shall provide an easy-to-use interface for NE DMV Users to create and modify reports and correspondence (i.e., allowing users to simply select from a list of available fields, adding/modifying filter criteria, and then placing those fields/etc. onto a layout for a report or letter).	Choose an item.	Choose an item.	Click here to enter text.

REPORTING COMPLETE

Requirement Traceability Matrix for Option 1: (MMCIS and a document management system) Interface Catalog (INT)									
Requirements							**Bidder Response**		
Req. ID	**Description**	**Function**	**Type**	**Trans. Method**	**Current Status**	**Build Responsibility**	**Proposed Solution**	**Description**	**Identify Source (Production or Replicated Database)**
INT.1.0	JD Edwards (E1)								
INT.1.1	IFTA Refunds	A file containing IFTA refunds is created and imported into E1 where the refunds are processed in the State financial system.	File Share	FTPS	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT 1.2	IRP Refunds	A file containing IRP refunds is created and imported into E1 where the refunds will be processed in the State financial system.	File Share	FTPS	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

INT.1.3	Address Book Number Extract	A file will be exchanged with E1 for the purpose of obtaining the Address Book Number that is stored in the system and included in the refund files created in INT.1.1 & INT.1.2.	File Share	FTPS	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.1.4	ACH Enrollment	A file containing ACH enrollment information is created and imported into E1for the purpose of enrolling carriers to receive ACH payments from the State.	File Share	FTPS	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.2.0	Nebraska Interactive (NIC)								
INT.2.1	Web Payments	NIC is the online payment portal for all Nebraska Department of Motor Vehicles web payments. Payments made on the web interface with NIC to complete the payment before marking the transaction complete in the MCS system.	Intera ctive	Terminal	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.0	VicToRy								
INT.3.1	NLETS	NLETS inquiries enter the state through the VicToRy system. Apportioned power unit and trailer inquiries are then routed the MCS system where the search is performed, and the results are returned.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.2	Retrieve Title Information	Retrieve title information from the VicToRy system for the purposes of populating the data on the screen as vehicles are added to the MCS system.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

		Searches can be performed by title or VIN.							
INT.3.3	Retrieve Validated VIN Information	VIN's are validated by sending them to the VicToRy system where they are then run through the VINtelligence validation process. A "bad" or "not found" response can be returned or the make, year, etc. if found and valid.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.4	Batch Title/VIN Validation	A file containing IRP registrations is created and sent to the VicToRy system where either the VIN is validated via VINtelligence, or the record is checked to see if the title information has changed. The processed file is returned to the MCS system where the errors are displayed to the user.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.5	Retrieve GVWR	Retrieve GVWR from the VicToRy system and display it on the Nebraska CVIEW result screen.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.6	Provide IRP Registration Information	IRP registration is provided to the VicToRy system where it is displayed to the user of that system.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.7	Retrieve County Plated Registration	Retrieve county registration data from the VicToRy system for the purpose of displaying this information in the Nebraska CVIEW.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.3.8	Extract IRP Registration Data	A weekly file containing new IRP registrations is created and sent to the VicToRy	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

		system where it is included in a registration extract file that is sold to interested 3rd parties.							
INT.3.9	Provide Carrier Address Information	A weekly file seeking address information is processed on the VicToRy system. If the record is not found (by plate) in VicToRy a search is performed against the MCS system.	Real Time	Web Service	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.4.0	IRP Data Repository (IDR)								
INT.4.1	Upload IRP Transmittal	Monthly files (data & control) containing IRP Transmittal data are created and sent to the IDR.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.4.2	Upload IRP Carrier Information	A daily file (T0020) containing new or changed IRP Carrier information is created and sent to the IDR. This file was previously sent directly to SAFER.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.4.3	Upload IRP Fleet Information	A daily file (T0021) containing new or changed IRP Fleet information is created and sent to the IDR. This file was previously sent directly to SAFER.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.4.4	Upload IRP Registration Information	A daily file (T0022) containing new or changed IRP Vehicle Registration information is created and sent to the IDR. This file was previously sent directly to SAFER.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.5.0	IFTA Clearinghouse								

INT.5.1	Upload IFTA Transmittal	Monthly files (data & summary) containing IFTA Transmittal data are created and sent to the IFTA Clearinghouse.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.5.2	Upload IFTA Demographic	A daily file containing all IFTA Carriers is created and sent to the IFTA Clearinghouse.	File Share	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.5.3	Upload IFTA Decals	A daily file containing all IFTA Decals is created and sent to the IFTA Clearinghouse.	File Share	SFTP	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.0	ITD (SAFER)								
INT.6.1	Upload IFTA Carrier Information	A daily file (T0019) containing new or changed IFTA Carrier information is created and sent to the SAFER.	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.2	Download Log Files	Download daily log files from SAFER. This includes the log file for the T0019 sent to SAFER, as well the log files for the T0020, T0021 and T0022 sent to the IDR (see INT.4.2 thru INT.4.4)	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.3	Download IFTA Carrier	Multiple times a day download IFTA Carrier files (T0025) from SAFER. This also includes the monthly IFTA Carrier (T0025) baseline files.	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.4	Download IRP Carrier	Multiple times a day download IRP Carrier files (T0026) from SAFER. This also includes the monthly IRP Carrier (T0026) baseline files.	File Share	FTP/VPN	Exits	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.5	Download IRP Fleet	Multiple times a day download IRP Fleet files (T0027) from SAFER. This also	File Share	FTP/VPN	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

		includes the monthly IRP Fleet (T0027) baseline files.							
INT.6.6	Download IRP Registration	Multiple times a day download IRP Vehicle Registration files (T0028) from SAFER. This also includes the monthly IRP Vehicle Registration (T0028) baseline files.	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.7	Download MCMIS	Multiple times a day download MCMIS files (T0031) from SAFER. This also includes the monthly MCMIS (T0031) baseline files.	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.8	Download L&I	Multiple times a day download L & I files (T0032) from SAFER. This also includes the monthly L & I (T0032) baseline files.	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.9	Download Vehicle Inspection	Multiple times a day download Vehicle Inspection Detail files (T0033) from SAFER. This also includes the monthly Vehicle Inspection Detail (T0033) baseline files.	File Share	FTP/VPN	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.10	Download UCR	Multiple times a day download UCR files (T0034) from SAFER. This also includes the monthly UCR (T0034) baseline files.	File Share	FTP/VPN	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.6.11	Download PRISM Targeted Vehicles	Download daily PRISM Targeted Vehicle file from SAFER.	File Share	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.7.0	DB Software								

INT.7.1	IRP Audit Extract	An extract file of IRP audit data is created on demand and sent to a location where it is imported into DB Software.	Real Time	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.7.2	IFTA Audit Extract	An extract file of IFTA audit data is created on demand and sent to a location where it is imported into DB Software.	Real Time	SFTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.8.0	Werner Enterprises								
INT.8.1	Cab Card File (.tif)	As cab cards are printed for Werner Enterprises a .tif image file of those cab cards is sent to the Werner Enterprises system and imported into their imaging system.	Real Time	FTP/VPN	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.9.0	Dept of Revenue								
INT.9.1	Common & Contract Carriers	A weekly file containing common and contract carrier information is created by the Department of Revenue and sent and stored on the MCS system.	File Share	FTP	Exists	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
INT.10.0	NCJIS								
INT.10.1	Provide IRP Registration Information	Create a process to share IRP & IFTA data to the NCJIS system. The NCJIS system provides a law enforcement tool to Nebraska law enforcement.	File Share	SFTP	Does Not Exist	Contractor	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

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